

**PEACE CORPS****Overseas Request for Proposal (RFP) for Services**

RFQ Number: RFQ23-004

Date: May 24, 2023

Peace Corps/ETHIOPIA has a need for Proposals for Training in capacitating staff for future job readiness.

Peace Corps is soliciting fixed-price quotations from the vendor community for the supplies detailed below.

If you are interested in submitting a proposal, please do so by sending your completed and signed Attachment II—Vendor Quotation Form by email to:

Name: Contracting Officer

E-mail: ET-DMO@peacecorps.gov

Proposals are due no later than 12:00 noon East Africa Time on 12 June 2023. Late submissions will not be accepted.

Written questions about this Request for Proposals (RFP) may be sent in the same fashion to the individual noted above in advance of the RFP due date. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

**A. Statement of Work/Description of Requirements**

Given the reduction of volunteers for the country of Ethiopia and the limited scope of activities and regional efforts post-Covid / post-Civil Unrest and given the desire to capacitate the existing staff in their best interest for future employment, Peace Corps Ethiopia requests proposals for a consultancy to cover the following needs:

- A workshop with up to 35 participants to be delivered onsite at the Peace Corps Ethiopia office in Addis Ababa, tentatively beginning in June 2023. The focus of this workshop will be to further capacitate and technically prepare staff for future job readiness. Depending on the number of staff who request this training, a second workshop may be requested.

The workshop agenda should include:

- Framing the need and assisting staff with the basic story telling capacity to highlight their primary roles from recent and current job descriptions. Each participating member of the Peace Corps staff will generate their own personal vision statement that expresses their primary interest, contributions, and capabilities for the purpose of appropriate self-promotion.
- A technical writing session to craft Curriculum Vitae / Resume and Cover Letter that will be enhanced by group work to prioritize the visibility of individual achievement in past and present roles;
- Scanning for current job postings in the market place.
- Follow-on group coaching sessions to conduct mock interviews to provide practice, feedback, and confidence.

Training should be bilingual English/Amharic and customized for real market scenarios in the Addis Ababa, Ethiopia context.

Group Coaching Sessions may be conducted onsite or via TEAMS or ZOOM in order to cover the needs of geographically dispersed staff members. A final report sharing the work accomplished, observations,

and recommendations will be expected prior to final payment. Local and International consultancy applications are welcome.

Applicants for this consultancy should provide the following information:

- Years of experience and description of prior work (preferably with international or similar organizations) in line with the present request for proposal.
- A list of references of organizations to whom services have been rendered.
- CV(s) of proposed trainer(s);
- Proposed agendas for a one-day and, alternatively, a two-day workshop.
- Budget to include the daily rate for a one- or, preferably, a two-person facilitation team (preferably represented with both a male and female trainer);
- Hourly rates for individual coaching.

#### **B. Place of Performance**

Peace Corps/Ethiopia  
Nefas Silk Lafto Subcity  
Kebele 05, House #1819  
Addis Ababa, Ethiopia

#### **C. Contract Terms and Conditions**

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

#### **D. Minimum Criteria:**

A quotation will not be considered further if it does not meet the following minimum criteria:

- Includes budget to the daily rate for a one- or, preferably, a two-person facilitation.
- Includes hourly rates for individual coaching.
- Includes CV(s) of proposed trainer(s);
- Includes a proposed agenda for a workshop to be delivered onsite at the Peace Corps Ethiopia office in Addis Ababa

#### **E. Evaluation Factors:**

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

- Years of experience and description of prior work (preferably with international or similar organizations) in line with the present request for proposals
- A list of references of organizations to whom services have been rendered.
- Cost

Award may be made with or without negotiations between the Peace Corps and the selected vendor.

Award may be made to a vendor determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

All vendors that submit quotations in response to this RFP will be notified of the result[End of RFP]

**ATTACHMENT I – VENDOR QUOTATION FORM**

RFQ Number: RFQ23-004

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs)

Item	Description	Qty	Unit price	Total

Items/Services Included in Total Quoted Price Above

Quoted Work or Delivery Schedule (If Any):

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_